



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** March 13, 2019

**TO:** Mayor Chris Riley and City Council Members

**FROM:** Kelly Kuenstler, City Manager

**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Six Firefighter Paramedic positions are open. Four applicants finishing physicals and one applicant in background.
  - One Public Works Laborer position currently being advertised.
  - One Detective/Investigator Position Currently being advertised.
- Request for Proposals for city council chambers technology upgrade is currently being advertised and will close on 4/2/2019.
- Court

	Hours Scheduled	Hours Completed	PW	FD	Municipal Court	Comm Dev	Outside the City
<b>Weekly Date for Community Service</b>							
02/24/2019-03/02/2019	128						
03/03/2019 -03/09/2019	17	14					14

<b>Court Dates</b>	<b># Of Cases Scheduled</b>	<b># of Defendants Scheduled</b>	<b># of Cases Processed</b>
2/28/2019	402	255	268
3/7/2019	312	207	178

**Public Works**

- Projects:
  - The contractor for the LC-17 project will continue to work on culvert headwalls. The project’s projected end date is now May 16th, with 30 days allotted for punch-list.
  - Work on The Ridge at Leon Valley Park walking path is still in progress. New benches will go in, once the path is complete. The Crew is also going to clean out the junk, debris, and downed timbers in the tributary next to this park.
  - A pre-construction meeting will be held with NG Painting tomorrow for the rehabilitation of the Grass Hill above ground water storage tank.
  - The City Engineer is working on plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be let for bidding.
  - Staff is working on obtaining a generator for the Grass Hill well plant.
  - Staff is preparing bid documents to obtain concrete pavers for the parking lot at Shadow Mist.

- The City Engineer is working on documents for the CMAQ reimbursement program through the AAMPO to construct a Hike & Bike Trail through the fire break in the Huebner-Onion Natural Area Park. The application must be submitted by April 1, 2019.
- The City Engineer is working on the Huebner at Bally crosswalk bids.
- Staff is working on a grant from the CDBG to remodel the Community Center. A Resolution in support of the project will be submitted to AAMPO by March 15th.
- Staff met with CPS Energy to install street lights in the overflow parking lot at City Hall. They should have the lights installed in the next 2 months.
- The Pool Committee met to recommend pool fees for the 2019 pool season. These fees will be presented to City Council on March 19th.
- The new library LED monument sign is being installed this week.
- Staff is working on the purchase of a property next to Huebner Creek, in anticipation of the bank erosion project. This will be brought to Council on the 19th.
- A request for a budget adjustment for a water and sewer project on Blacksmith and Wagon Spoke will go before Council on the 19th.
- City Engineer is working on bid documents for the Year 2 Street Maintenance project.
- Staff and the City Engineer are working on a submittal for the MS4 Stormwater Permit.
- The City Engineer is preparing an ADA Assessment report, so that we have a plan going forward for the replacement of all non-ADA sidewalks in the city.
- Finishing up the constructing gazebo at Silo Park by installing the roof.
- Removing junk & debris in tributary between William Rancher and Samaritan Drives.
- Performed inventory of both pools in preparation for the summer swim season.
- Setting concrete pads for new bleachers at Raymond Rimkus Park, near basketball court. This was part of an Eagle Scout project.
- Training
  - Backhoe training class for the Crews will be held on March 18th and 21<sup>st</sup>.
  - The Director will be attending a management training class offered by the TCMA on March 27th and 28th, in Irving, Texas.
  - The Director will be attending a National Stormwater class on April 15th and 16th.

## **Police Department**

Please see below information on police activity over the listed period. Have a great day!

- Arrest
  - 2-18-19 – 5500 Bandera Rd. – One arrested on active warrant
  - 2-18-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-18-19 – 7000 Forest Pine – VCO (Inoperable vehicle) – Vehicle Impound
  - 2-18-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-18-19 – 6700 Bandera Rd. – Traffic stop – One cited/released – Vehicle Impounded
  - 2-18-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-19-18 – 7000 Autumn Chase – Emergency Detention One arrested/released at hospital
  - 2-20-19 – 6400 Stable – One Arrested on active warrant
  - 2-21-19 – 5900 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-21-19 – 7000 Bandera Rd. – Forgery/Possession Controlled Substance  
Methamphetamine/Felon Possession Gun/Active warrants
  - 2-21-19 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-21-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded
  - 2-21-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 2-21-19 – 7100 Larksong – Violation City Ordinance (Inoperable vehicle) – Vehicle Impounded
  - 2-22-19 – 6800 Bandera Rd. – One arrested for active warrant
  - 2-22-19 – Huebner and Timberhill – Traffic Stop – One cited/released – Vehicle impounded
  - 2-23-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded

- 2-23-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-23-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-23-19 – 6500 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-24-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-24-19 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-24-19 – 7400 Huebner Rd. – One arrested for Possession of Marijuana < 2oz.
- 2-24-19 – 6300 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2oz. – Vehicle impounded
- 2-25-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-25-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-25-19 – 6900 Bandera Rd. – One arrested for Public Intoxication – Released at Detox
- 2-26-19 – 6400 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 2-26-19 – 5300 Bandera Rd. – Traffic Stop – One cited
- 2-27-19 – 6000 Grissom Rd. – Recovered Stolen Vehicle – Vehicle impounded
- 2-27-19 – 7000 Forest Moss – Violation City Ordinance (inoperable vehicle) – Vehicle Impound
- 2-27-19 – 6400 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 2-28-19 – 5400 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 2-28-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-28-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impound
- 2-28-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impound
- 3-01-19 – 7600 Linkside Dr. – Traffic Hazard – Vehicle Impounded
- 3-01-19 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded
- 3-01-19 – 5700 Bandera Rd. – One arrested for Possession of Marijuana < 2oz.
- 3-01-19 – 6800 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
- 3-01-19 – 6300 Evers Rd. – One arrested Possession of Methamphetamine – Vehicle Impounded
- 3-01-19 – 7100 Bandera Rd. – One arrested for outstanding warrant – Vehicle impounded
- 3-02-19 – 5300 Bandera Rd. – One arrested for Unlawfully Carry Weapon
- 3-02-19 – 5600 Evers Rd. – One arrested for Assault/Family Violence
- 3-02-19 – 6600 Bandera Rd. – One arrested for Possession of Marijuana < 2oz. – Vehicle Impounded
- 3-03-19 – 6000 Bandera /rd. – Emergency Detention – One arrested/released at hospital
- 3-03-19 – 5300 Cilantro Place – Emergency Detention – One arrested/released at hospital
- 3-03-19 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
  - 2-18-19 – 6100 Bandera Rd. – Burglary/Vehicle
  - 2-18-19 – 6100 Bandera Rd. – Burglary/Vehicle
  - 2-18-19 – Bandera and Huebner – Crash
  - 2-18-19 – 6000 Bandera Rd. – Crash
  - 2-18-19 – 5600 Grissom Rd. – Theft/Vehicle
  - 2-18-19 – 7500 Eckhert Rd. – Burglary/Vehicle
  - 2-18-19 – 6900 Bandera Rd. – Crash
  - 2-18-19 – 6200 Evers Rd – Crash
  - 2-18-19 – 5600 Bandera Rd. – Theft/License Plate
  - 2-18-19 – 5400 Bandera Rd. – Alarm
  - 2-18-19 – 6200 Rue Sophie – Violation City Ordinance (Inoperable Vehicle)
  - 2-18-19 – 6400 Rue Francois – Found open garage door
  - 2-18-19 – 5900 Bandera Rd. – Located Runaway
  - 2-19-19 – 6400 Bandera Rd. – Crash
  - 2-19-19 – 5600 Evers Rd. – Burglary/Vehicle
  - 2-19-19 – 5600 Evers Rd. – Burglary/Vehicle

- 2-19-19 – 6100 Bandera Rd. – Crash
- 2-19-19 – 5600 NW Loop 410 – Theft
- 2-19-19 – 5900 Bandera Rd. – Crash
- 2-19-19 – 5600 Bandera Rd. – Theft
- 2-19-19 – 5600 Bandera Rd. – Crash
- 2-19-19 – 5600 Bandera Rd. – Theft
- 2-19-19 – 6700 Huebner Rd. – Criminal Mischief
- 2-19-19 – 5400 Bandera Rd. – Alarm
- 2-20-19 – 6100 Bandera Rd. – Crash
- 2-20-19 – 5700 Bandera Rd. – Crash
- 2-20-19 – 6400 Rue Francois – Suspicious Vehicle
- 2-20-19 – 7000 Bandera Rd. – Crash
- 2-20-19 – 5400 Bandera Rd. – Alarm
- 2-21-19 – 6100 Bandera Rd. – Suspicious Person
- 2-21-19 – 7000 Forest Meadow – Crash
- 2-21-19 – 7700 Linkside Dr. – Burglary/Vehicle
- 2-21-19 – 5400 Bandera Rd. – Alarm
- 2-21-19 – 6200 Setting Sun – AOA – LVFD – House fire
- 2-21-19 – 5500 Bandera Rd. – Alarm
- 2-21-19 – 6900 Forest Crest – Open car door
- 2-21-19 – 5400 Bandera Rd. – Alarm
- 2-22-19 – 5600 Evers Rd. – Found Property
- 2-22-19 – 5600 Bandera Rd. – Crash
- 2-22-19 – 6800 Forest Meadow – VCO (Inoperable Vehicle)
- 2-22-19 – 6200 Setting Sun – VCO (Parking Violation)
- 2-22-19 – 6200 Setting Sun – VCO (Parking Violation)
- 2-22-19 – 6700 Evening Sun – Open vehicle door
- 2-22-19 – 6900 Bandera Rd. – Open Door/Business
- 2-23-19 – 6900 Forest Park – Identity Theft
- 2-23-19 – 6300 Seneca Dr. – Crash
- 2-23-19 – 6900 Grass Valley – Deceased Person
- 2-23-19 – 5900 Bandera Rd. – Crash
- 2-23-19 – 7400 Linklea Dr. – VCO (Inoperable Vehicle)
- 2-23-19 – 6000 Evers Rd. – Criminal Mischief
- 2-23-19 – 5900 Bandera Rd. – Theft of Service
- 2-23-19 – 7500 Linkside Dr. – Alarm
- 2-23-19 – 5900 Forest Knoll – VCO (Parking Violation)
- 2-23-19 – Forest Gate – VCO (Inoperable Vehicle)
- 2-23-19 – 6900 Forest Meadow – VCO (Parking Violation)
- 2-23-19 – 7000 Bandera Rd. – Crash
- 2-23-19 – 7700 Linkside Dr. – Alarm
- 2-24-19 – 6800 Bandera Rd – Open Door/Business
- 2-24-19 – 6400 Redbird – VCO (Inoperable Vehicle)
- 2-24-19 – 6800 Forest Meadow – VCO (Inoperable Vehicle)
- 2-24-19 – 7000 Evening Sun – VCO (Inoperable Vehicle)
- 2-25-19 – 6100 Bandera Rd. – Burglary/Vehicle
- 2-25-19 – 5400 Bandera Rd. – Found Property
- 2-25-19 – 5900 Bandera Rd. – Crash
- 2-25-19 – 7000 Bandera Rd. – Alarm
- 2-26-19 – 5400 Bandera Rd. - Alarm
- 2-26-19 – 6400 Bandera Rd. – Crash

- 2-26-19 – 5700 Bandera Rd. – Crash
- 2-26-19 – 6100 Bandera Rd. – Crash
- 2-27-19 – 6800 Huebner Rd. – Criminal Trespass
- 2-27-19 – 6100 Bandera Rd. – Crash
- 2-27-19 – 5600 Grissom Rd. – Theft/Vehicle
- 2-27-19 – 6100 Bandera Rd. – Crash
- 2-27-19 – 6000 Grissom Rd. – Recovered Stolen Vehicle
- 2-27-19 – 5600 Grissom Rd. – Theft/Vehicle
- 2-27-19 – 5600 Evers Rd. – Assault
- 2-27-19 – 6300 Evers Rd. – Theft
- 2-28-19 – 6500 Grissom Rd. – Hit and Run Crash
- 2-28-19 – 6300 Bandera Rd. – Burglary/Building
- 2-28-19 – 6400 El Verde – Burglary/Vehicle
- 2-28-19 – 6400 Bandera Rd – Crash
- 2-28-19 – Bandera and Sawyer – crash
- 2-28-19 – 6300 forest Bend – Open Door/Residence
- 2-28-19 – 6400 Bandera Rd. – Assault
- 2-28-19 – 7300 Reindeer Trail – Crash
- 3-01-19 – 6500 Grissom rd. – Crash
- 3-01-19 – 5600 Evers Rd. – identity Theft
- 3-01-19 – 5600 Bandera Rd. – Crash
- 3-01-19 – 5600 Bandera Rd. – Crash
- 3-01-19 – 6200 Grissom Rd. – Recovered stolen vehicle
- 3-01-19 – 6400 Bandera Rd. - Crash
- 3-02-19 – 7000 Bandera Rd. – Crash
- 3-02-19 – Bandera and 410 – Crash
- 3-02-19 – 5700 Bandera Rd. - crash
- 3-02-19 – 6600 Grist Mill – Suspicious person
- 3-02-19 – 5900 Bandera Rd. – Crash
- 3-02-19 – 7000 Sunlight – Violation City Ordinance (Inoperable Vehicle)
- 3-02-19 – 5700 Watercress Dr. – Violation City Ordinance (Inoperative Vehicle)
- 3-02-19 – 6100 Forest Wood – Alarm
- 3-03-19 – 7000 Bandera Rd. – Crash
- 3-03-19 – 6200 Bandera Rd. – Theft/Vehicle
- 3-03-19 – 6200 Bandera Rd. – Burglary/Vehicle
- 3-03-19 – 6800 Huebner RD. – Alarm
- 3-03-19 – 5400 Bandera Rd. – Alarm
- 3-03-19 – 5400 Bandera RD. – Alarm
- 3-03-19 – 5600 Bandera RD – Alarm
- 3-03-19 – 6800 Forest Ridge – Alarm
- 3-03-19 – 5400 Bandera Rd. – Alarm
- Traffic Citations - 243
- Warnings – 60
- **Cases filed by CID, eight (8):**
  - One (1) Felon in Possession of Firearm
  - One (1) Possession Controlled Substance < 1 G
  - One (1) Unauthorized Use Motor Vehicle (Juvenile)
  - One (1) Aggravated Assault (Family Violence)
  - One (1) Possession of Fraudulent Information
  - Three (3) Injury to a Child
- **CID Activity/Active Investigations**

- Detectives continued an investigation into sudden death at 6900 Grass Valley.
- Sought and received additional preservation orders and search warrants to Google/YouTube.
- Detectives assisted in identifying all four suspects in Murder/warrants coming soon from SAPD.
- An Assault Family Violence case is still under investigation.
- Four (4) search warrants were prepared.
- Detectives placed a hold on pawn shop items suspected to have been stolen.
- Detectives attended a gang intelligence meeting with the District Attorney's Office.
- Downloaded Six (6) videos for District Attorney's Office.
- Code Enforcement
  - (15) Junked/abandoned/illegal vehicles tagged, and two citations given
  - (20) Grass/weed violations were handled
  - (60) Five bandit signs were seized
  - (16) Trash complaints
  - (05) Building violations/complaints
  - (02) Graffiti complaints
  - (01) Pool Complaints
- VCO Citations Were Issued at the Following Locations:
 

○ 5900 Forest Knoll – Inoperable vehicle	Letter
○ 5900 Forest Rim – Dog at large	Letter
○ 7000 Settler Ridge – fence prohibited conditions	Letter
○ 5900 Forest Knoll – Inoperable vehicle	Letter
○ 7300 Crownpiece – Animal at large	Letter
○ 7300 Whitehorse Ln – Inoperable vehicle	Letter
○ 7400 Horse Tail – Inoperable vehicle	Letter
○ 5600 Poppy Seed Run – Inoperable vehicle	Letter
○ 6000 Kinman – Inoperable vehicle	Final
○ 7300 Reindeer Trail – Five (5) inoperable vehicles	Removed
○ 6400 Pacer Trail – Two (2) Inoperable vehicles	Letter
○ 6700 Evening Sun – Inoperable vehicle	Letter
○ 6700 Yellow Rose– Inoperable vehicle	Final
○ 7000 Pepperwood– Inoperable vehicle	Final
○ 7100 Pepperwood– inoperable vehicle	Letter
○ 7000 Pepperwood– Inoperable vehicle	Letter
○ 6400 Red Jacket– Inoperable vehicle	Letter
○ 6400 Handsome Lake– Inoperable vehicle	Letter
○ 6800 Sunlight Dr – Inoperable vehicle	Letter
○ 6100 Forest Wood– Inoperable vehicle	Letter
○ 6700 Sunlight– Inoperable vehicle	Letter
○ 7000 Wild Fern– Inoperable vehicle	Letter
○ 6400 Handsome Lake– Inoperable vehicle	Given Extension
○ 6400 Red Jacket– Inoperable vehicle	Closed
○ 6700 Yellow Rose- Inoperable vehicle	Removed
○ 7100 Pepperwood– Inoperable vehicle	Final
○ 7000 Pepperwood– Inoperable vehicle	Final
○ 7000 Pepperwood– Inoperable vehicle	Closed
○ 6700 Sunlight– Inoperable vehicle	Closed
○ 6800 Sunlight Drive– Inoperable vehicle	Removed
- Animal Control
  - (06) At large dog calls
  - (06) Feral cats Trapped for T&R program
  - (02) Missing Animals

- (01) Dog Bite
- (04) Wild Animal
- Traffic Unit
  - Active assignments include school zones before and after school, Evers Road for speeders, and neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreen's. Officers working special assignments to handle citizens complaints wrote ten (10) citations on Evers Rd., Poss Rd six (6) citations, Bandera/Seneca six (6) citations, Leon Valley Elementary seven (7) citations issued, Marshall High School on Lobo Ln seven (7) citations, and Timber Hill three (3) citations.
    - Moving Violations 98
    - Non-Moving Violations 76
    - Warnings 37
    - VCO 10
    - Vehicles Impounded 15
- Training
  - Lt. David Gonzalez and Lt. David Anderson attended a 40-hour Law Enforcement Executive Leadership Training and Conference in Bandera, Texas.
- Volunteer Activity
  - Officers continue to attend and support upcoming Special Olympics Texas events.
  - Assisted Balcones Heights PD with shopping for Heroes to Helpers program shopping.

## Fire Department

- **Fire Investigation-** The Fire Department responded to residential structure fire at 6638 Cherryleaf Drive on Thursday, March 7, 2019, at 12:15 pm. All individuals from the residence were able to self-evacuate with no severe injuries. The Leon Valley Fire Department (LVFD) had a very quick response time which minimized the amount of damage to the residence. The affected family has made temporary living arrangements and has not expressed the need for additional assistance. The cause of the fire is still under investigation.
- **State Fire Marshal's Office** - The LVFD is currently working with the State Fire Marshal's Office regarding the last three fires in Leon Valley.
- **EMS Recertification** – LVFD is currently working on the recertification of the EMS system that expires May 31<sup>st</sup>, 2019.
- **Heroes for Health Program-** The Heroes for Health Program was successful according to the principals and teachers' feedback at Driggers Elementary, Leon Valley Elementary as well as Oak Hills Terrace Elementary on Thursday, February 28<sup>th</sup>. We presented Health & Exercise, Healthy Foods as well as a competition with kids to see who could put on their bunker gear the fastest (please see attached pictures).
- **File of Life** – We reordered the "File of Life" Emergency Information Refrigerator Magnet Cards for citizens for their home, at No Cost. The card is filled out by the citizens and contains important medical and contact information that the EMS staff needs to know during an emergency, such as medical history, allergies and medications. File of Life is part of our prevention programs the information is kept on or in the refrigerator for easy access for EMS crews. We have posted this information on our social media and available in our FD literature rack. Also "File of Life" will be available at the Library and City Hall by the end of the week.
- **Fire Department Training-**We continuously train to improve our skills and completed a **Vehicle Extrication** simulation this week which is the process of removing a vehicle from around a person who has been involved in a motor vehicle collision, when conventional means of exit are impossible or inadvisable. A delicate approach is needed to minimize injury to the victim during the extrication.
- **Fire Recovery USA** – The Fire department has received an incident recovery total collection in the amount of **\$30,653.95** to date with 55 pending claims, and 3 denials by insurance companies.

- **Emergicon (EMS)** – The Emergicon collection for the month of February is in the amount of **\$26,881.84**.
- **Emergency Management Service Calls** – FD serviced approximately 69 calls for the month of February 2019 and our annual service calls for the year are 399 to date.
- **Bowling for Badges** – Eric Burnside is putting together a team to represent Leon Valley Bowling for Badges which is in support of local Special Olympics Texas Athletes. The event is on Tuesday, March 26, 2019, the teams will comprise of 4 Leon Valley team members plus one assigned Special Olympics Texas athlete. The entry fee is \$30 per person or \$120 per team (4), the fee includes two games and shoe rental. Currently, the Police Department has a team and the Fire Department will be partnering with Community Development with the goal to have three teams.

### **Community Development Department**

- **Zoning Commission**
  - The Zoning Commission met on Tuesday, February 26, 2019. The following items were considered:
    - Recommendation on the appointment of a alternate position to a regular position.
  - The next Zoning Commission meeting is scheduled for Tuesday, March 26, 2019. The following items are scheduled for consideration:
    - A zone change to remove the sustainability Overlay District classification at 6617 Evers Road.
    - A specific use permit for a self-service car wash and auto detailing at 6617 Evers Road.
    - Zoning Code Amendment Regarding requirements and procedures for Certificates of Occupancy.
    - Zoning Code Amendment Regarding requirements for Community Homes.
- **Board of Adjustment**
  - Staff has received a request for a variance at 6617 Evers Road. This request is anticipated for consideration at the March or April Board of Adjustment Meeting.
  - The Board of Adjustment’s training meeting was cancelled on Thursday, March 14, 2019. The purpose of the meeting was continuing education and training focusing on the recently revised procedures and criteria for evaluating variance requests. We are attempting to reschedule this meeting to March 21, 2019.
- **Plats**
  - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
  - Staff has received a request for an amending plat for the Northside ISD property at 5900 Evers Road.
- **City Council**
  - The City Council will be considering the following Community Development Department related items at the March 5, 2019 meeting:
    - An amendment to Chapter 3.05 of the building code regarding Residential Front yard Fences.
- **Permitting and Records**
  - 63 walk-ins
  - 66 building permits issued/processed (including trade permits)
  - Received 5 Certificate of Occupancy applications
  - Issued 12 Certificate of Occupancy applications

### **Economic Development**

- Sponsored & Attended Grand Opening – Ribbon Cutting for Office Furniture Liquidations 2/28/2019
- City sponsored & Attended Grand Opening – Allstar Healthcare Grand Opening 3/02/2019
- Facilitated ONIT meeting 2/27/2019
- Facilitated proposal for completion of Business Audit to leadership team 3/5/2019
- Attended Economic and Community Development Advisory Committee Meeting 3/4/2019
- Attended Sign Code Update Advisory Committee Meeting 03/11/2019
- Enforcement:
  - 6939 Bandera – Lopez Campaign – Sign Violation
  - 6507 Bandera – Planet Bike – Sign Violation
  - 6504 Bandera #4 – Invictus Fitness – Sign Violation
  - 5744 Mobud – Mattress & Furniture for Less – Sign Violation
  - 6550 Huebner – Investigate ONIT complaint
  - 6541 Bandera – DLR Insurance and Tax Services – Sign Violation
  - 7075 Bandera – Wolf Pack Fighting and Fitness
- Fire and Zoning Inspections:
  - 6799 Bandera – Arby’s
  - 6700 Huebner – Strike Zone
  - 6625 Adair – Just Like Home Care
  - 5409 Bandera #210 – Boxers and Brawlers
  - 5405 Bandera #114 – Deer Oaks Furniture
  - 6505 Bandera – U Cell I Buyback iPhone
  - 5309 Wurzbach Tower #100-1 – My Health Review
- Stop Work Orders:
  - 6411 Bandera – Finesse Barbershop
    - Business found operating without C of O for third time – Citations issued
  - 6555 Bandera
    - Major demolition work without permit. Non-permitted dumpsters.
- Businesses that Received Certificates of Occupancy
  - 4700 Timco W Ste 105-Longtab Brewing Company (TCO) for Café only
  - 5405 Bandera Road-Mackenzie Restoration Inc
  - 6531 Bandera Road- J & S Flower Shop
  - 6700 Huebner Ste B- Strike Zone Inc
  - 6904 Bandera Road Ste 1- Soccer Guru
  - 6430 Bandera Road Ste 110- Valley Clinic
  - 7007 Bandera Road Ste 12- Machu Pichu Peruvian Grill
  - 7308 Reindeer Trail- Johnny’s Automotive
  - 7340 Reindeer Trail- Second Chance Products
  - 7247 Bandera Road- Fajita Express Mexican Grill
  - 6411 Bandera Road Ste 1- Finesse Barbershop
  - 6965 Bandera Road- Peter Piper Pizza (TCO)
  - 6625 Adair Drive- Just Like Home Care LLC
  - 5409 Bandera Ste 210- Boxers and Brawlers Gym (TCO)

### **City Secretary**

- Since the last report, the City Secretary’s Office has received 19 open record requests. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, police reports and accident reports.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for publication recently qualifying adopted City ordinances.
- Continued working on preparations for the April 4, 2019 for the 2019 Volunteer Appreciation Dinner.

- Worked with Bexar County Elections Department Staff on Election Items for the February 12, 2019 Special Election, March 12 Special Runoff Election and the May 4, 2019 General Election.
- Continued working on the Fiscal Year 2020 City Manager and Council Proposed Budget
- Building Maintenance:
  - Scheduled pest control treatment for 6400 El Verde Road for Friday, March 14<sup>th</sup> at 11:00 a.m.

### **Library**

- Library Trustee Meeting Thursday, April 11, 2019, at the library.
- Library Volunteer Appreciation Event will be Wednesday, April 10 from 5-7 pm in the library.
- The Library has unveiled a new CREATION STATION CART which is available during our operating hours. It is filled with all types of items which will allow children to create and expand on the S.T.E.A.M. education they receive in school. It's been extremely popular!
- Summer Reading Theme is A UNIVERSE OF STORIES. Currently we are working on plans for summer programming and the reading program itself.
- Summer Reading Special Events:
  - Monday, June 10, 2019, from 10:30 a.m. – 12 noon. Summer Reading Kick Off/Big Rig “Petting Zoo” (Large machines and trucks to view and sit in)
  - Tuesday, June 18, 2019, at 10:30 a.m. - Joe McDermott Concert in the Conference Center. Joe is a children's recording artist and is an excellent concert – very engaging for children and adults!
  - Tuesday, June 25, 2019, at 10:30 a.m. - SW Dairy Farmers bring their mobile classroom and a COW to the library!
  - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.

### **Upcoming Events:**

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, March 19, 2019, at 6:00 p.m.
- The following Regular City Council Meeting Tuesday, April 2, 2019, at 6:00 p.m.
- The next impound lot auction is scheduled for March 14<sup>th</sup>, 2019, behind the Community Center, 6427 Evers Road, Leon Valley, Texas 78238. The viewing starts at 8:00 am and the auction begins at 9:00 am.
- AARP Foundation Tax-Aid, Tuesdays and Thursdays beginning February 5, 2019, through April 11, 2019, at the Leon Valley Community Center.
- The 2019 Volunteer Appreciation Dinner, Thursday, April 4, 2019, at 6:00 p.m. at the Leon Valley Conference Center.
- National Library Week is April 7-13, 2017.
- UTSA Breakfast, Wednesday, April 10, 2019, from 8:00 a.m. to 10:30 a.m. at the Conference Center.
- Coffee with the Mayor and City Council, Saturday, April 27, 2019, from 9:00 a.m. to 11:00 a.m. at the Conference Center.
- May 4, 2019, General Election
- Movies in the Park and the unveiling of John Marshall High School's 18-wheeler on April 12, 2019, at dusk.
- Library Summer Reading Special Events:
  - Monday, June 10, 2019, from 10:30 a.m. – 12 noon. Summer Reading Kick Off/Big Rig “Petting Zoo” (Large machines and trucks to view and sit in)
  - Tuesday, June 18, 2019, at 10:30 a.m. - Joe McDermott Concert in the Conference Center. Joe is a children's recording artist and is an excellent concert – very engaging for children and adults!
  - Tuesday, June 25, 2019, at 10:30 a.m. - SW Dairy Farmers bring their mobile classroom and a COW to the library!
  - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.
- Committee Meetings:

- Citizens Police Advisory Committee will hold a meeting on March 20, 2019, at 6:00 p.m. at City Hall.
- The Beautification Committee will meet on March 20, 2019, at 4:15 pm at the Fire Station.
- Zoning Commission meeting will hold a meeting on March 26, 2019, at 6:00 p.m. at City Hall.
- Library Trustee Meeting will be held on April 11, 2019, at 5:30 p.m. at the library.